

MINUTES

PERSONNEL COMMITTEE

Tuesday, November 22, 2016
City Hall, Room 207
4:50 p.m.

Members Present: Ald. Steuer, Chair, Ald. Moore, Vice-Chair, Ald. Sladek

Members Excused: Ald. DeWane

Others Present: Ald. Dorff, Ald. Nennig, Ald. Vanderleest, Director Boland, Chief Smith, and others

1. Roll call.
2. Adoption of the Agenda.
A motion to adopt the agenda was made by Ald. Sladek, seconded by Ald. Moore. Motion carried 3-0.
3. Approval of the minutes from the October 25, 2016 meeting.
A motion to approve the minutes from the October 25, 2016 meeting was made by Ald. Sladek and seconded by Ald. Moore. Motion carried 3-0.
4. Consideration with possible action on request to fill the following replacement positions and all subsequent vacancies resulting from internal transfers.
 - a. Finance Director/Comptroller – Administrative Services
 - b. Clerk III (Front Desk) – Police
 - c. Park Maintenance Worker – Parks, Recreation & Forestry
 - d. Forestry Worker I – Parks, Recreation & Forestry
 - e. Maintenance & Operations Attendant (2-positions)– Public WorksA motion to approve 4a through 4e was made by Ald. Sladek and seconded by Ald. Moore. Motion carried 3-0.
5. Consideration with possible action on request to fill the new position of Maintenance Specialist II - Mechanic Welder Technician in the Parks, Recreation and Forestry Department approved as part of the 2017 budget and all subsequent vacancies resulting from internal transfers.
A motion to approve the request as presented was made by Ald. Sladek and seconded by Ald. Moore for discussion. Ald. Moore inquired whether Public Works has mechanic welder positions. Director Boland indicated the mechanic positions in Public Works differ from the positions in the Park Division as the Park mechanics work on the electronics and rides at Bay Beach. Motion carried 3-0.
6. Consideration with possible action on request to fill Patrol Officer and Fire Fighter vacancies in 2017 that were approved as part of the budget.
A motion to approve the request to fill Patrol Officer and Fire Fighter vacancies in 2017 approved as part of the budget was made by Ald. Sladek and seconded by Ald. Moore. Motion carried 3-0.

7. Presentation from Human Resources Department regarding *Health* | **1265.**

Director Boland requested to hold this item until the next meeting. The City's Wellness Coordinator had planned to give a brief update on the program tonight but was unable to attend due to a family emergency.

A motion to hold the presentation from Human Resources until the next meeting was made by Ald. Sladek and seconded by Ald. Moore. Motion carried 3-0.

8. Presentation from Police Department regarding organizational structure.

Chief Smith provided the committee members with a proposed organization chart. Proposal includes adding Sergeants through attrition as Lieutenants or Captains retire. Eventually, the department projects about 17-Sergeants. The plan for 2017 is to add 2-Sergeants, one on noons and one on nights. Those Sergeants would be selected through the testing process, which is in the process of being negotiated. The City had Sergeants until about 1996, when the selection process was based strictly on seniority; and not all Sergeants were acting as supervisors in the field. Sergeants can be a great asset in the field to manage and supervise staff as well as count towards minimum staffing requirements. Chief Smith noted under the plan Lieutenants would act as watch commanders.

Ald. Sladek inquired whether the department anticipates any attrition of Captains or Lieutenants in the first half of 2017. Chief Smith responded no. The cost to add the two sergeant positions for 2017 is estimated at \$2,865 which the Chief plans to request from the Committee at a later date; otherwise the department will wait until the end of 2017 when known retirements will occur.

Director Boland indicated if 2-Sergeant positions are filled mid-way through 2017, the department would use 2-Officer vacancies to fill those positions until the anticipated attrition at the end of 2017.

Ald. Sladek agrees with the concept of adding Sergeants through the attrition of Lieutenants and Captains, but asked why the positions need to be filled mid-year. Chief Smith explained he had hoped to start adding Sergeants at the beginning of 2017 as the department has some pretty good momentum going due to some of the changes that have been made in the department. There are several Officers that were Lieutenants who took a down grade to return to Police Officers in order to work the field and not just watch other people work as they say. The Chief indicated the department could wait until the end of 2017, but he would prefer to keep the momentum going. Ald. Sladek asked if the Sergeant position is included in the labor agreement. Chief Smith replied no, this is just a concept to let the committee know what he hopes to do as this plan rolls out through 2017. No action has been taken or agreements made with the union yet.

Ald. Steuer asked how the feedback from staff about the proposed changes has been. Chief Smith indicated there has been huge support for the Sergeant positions.

A motion to receive and place on file the presentation from the Police Department regarding organizational structure was made by Ald. Sladek and seconded by Ald. Moore. Motion carried 3-0.

9. Update and discussion on Police labor negotiations.

A motion to convene in closed session was made by Ald. Moore and seconded by Ald. Sladek. Motion carried 3-0. Ald. Moore read the closed session language.

Reporting out of closed session, a motion to proceed as directed in closed session was made by Ald. Moore and seconded by Ald. Sladek. Motion carried 3-0.

10. Consideration with possible action on report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the report of routine personnel actions was made by Ald. Sladek and seconded by Ald. Moore. Motion carried 3-0.

There being no further business, a motion was made by Ald. Sladek and seconded by Ald. Moore to adjourn at 5:23 p.m. Motion carried 3-0.